

Vacancy Announcement



U.S. Embassy Iraq

**ANNOUNCEMENT
NUMBER: 11-142**

**SUBJECT:
Bilingual Cultural Advisor (Kurdish), FSN-09
(16 positions)**

**DATE:
09/06/2011**

OPEN TO: All Interested Candidates/All Sources

FROM: Human Resources Office

POSITION: Bilingual Cultural Advisor, FSN-09; FP-05*

OPENING DATE: September 6, 2011

CLOSING DATE: **September 25, 2011**

WORK HOURS: Full time: 40 hours/week

SALARY: * Ordinary Resident (OR): 29,900.00 USD p.a. (Starting Basic salary)
(Position Grade FSN-09)

* Not-Ordinarily Resident (NOR): 50,043.00 USD p.a. (Starting Basic salary)
(Position Grade FP-05).

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Baghdad is seeking individuals to fill the position of **Bilingual Cultural Advisor** in the **Office of Security Cooperation-Iraq (OSC-I)**.

BASIC FUNCTION OF THE POSITION

Serves as an advisor to Office of Security Cooperation – Iraq (OSC-I) senior leadership on strategic and operational issues associated with building partnerships and capacity for the Iraqi Security Forces. Reports directly to the Chief, Deputy Chief, and Military Service Section Leadership with primary responsibility for liaison with and facilitating advice and guidance to Iraqi Ministry of Defense officials in coordination with OSC-I personnel. Incumbent will evaluate and assist in designing and implementing guidance utilizing his/her substantial experience, existing cross-cultural knowledge base and network, and specific subject matter expertise to foster positive working relationships between key Iraqi officials and their U.S. counterparts.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. Education:** Bachelor's Degree in Linguistics, Engineering, Military studies or related field is required.
- 2. Prior Work Experience:** Five (5) years prior military experience or experience working directly with the Iraqi Security Ministries including experience in translating between Arabic, Kurdish and English, and public speaking required.
- 3. Language Proficiency:** Level 4 (Fluent) Reading/Speaking/Writing English and Arabic; Level 5 (Professional Translator ability) Reading/Speaking/Writing Kurdish required. **Language proficiency will be tested.**
- 4. Knowledge:** Familiarity with current military doctrine, organizations, and equipment. Ability to demonstrate subject matter expertise and "fluency" in technical military terminology and context. In-depth knowledge of local Iraqi and/or Kurdish culture and customs and ability to conduct himself/herself and advise others to act in ways to enhance accomplishing assigned missions. Most recent experience/interaction with Iraqi and/or Kurdish military culture or customs should be within five (5) years.
- 5. Skills and Abilities:** Must be able to monitor and translate target local media sites, and present both factual as well as analytical translations. Ability to translate during scheduled or impromptu events, public speaking and engagements.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidates specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **or**
3. A combination of both; i.e., Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Interested applicants may apply for this position by filling out the DS 174-Universal Application for Employment form and emailing it to BaghdadJobs@state.gov

To view the DS 174-Universal Application for Employment form (UAE) and application instructions, please click on below:

<http://iraq.usembassy.gov/iraqis-jobs-opportunities.html>

E-mails received without the appropriate subject line will not be considered.

Your e-mail must state the vacancy title and vacancy announcement number in the subject line, for example: VA11-142 Bilingual Cultural Advisor (Kurdish) – OSC-I

CLOSING DATE FOR THIS POSITION: SEPTEMBER 25, 2011

The US Mission in Baghdad provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

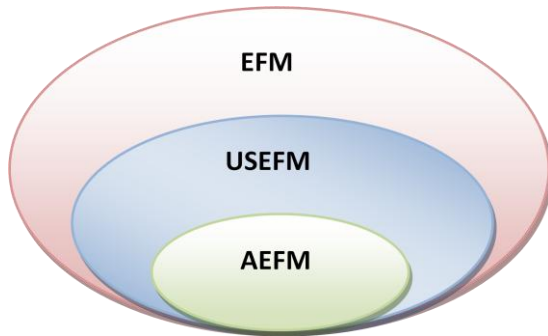
Approved: S/HRO/WDG

Cleared : USFOSC-I/HRO/MIR

Drafted : HRA/MM

Appendix A

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed *service* member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

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U.S. Embassy, Iraq



Announcement Number: 11-142	SUBJECT: Bilingual Cultural Advisor (Kurdish), FSN-09 Major Duties and Responsibilities	Opening Date: 09-06-2011 Closing Date: 09-25-2011
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60 % of time:

Serves as an OSC-I expert for military and technical matters including Iraqi military strategy, doctrine, training and exercises, capabilities and operational requirements. Job-holder is a primary point of contact with general officers and other senior officials within the Iraqi Ministry of Defense and the U.S. Government. Utilizes his/her substantial experience, existing cross-cultural knowledge base and established network, and specific subject matter expertise (e.g., Navy, Army, or Aviation operations) to foster cooperation, partnership, and positive working relationships between key Iraqi officials and their U.S. counterparts. Maintains broad, comprehensive, and current expertise on status of major programs, policies, priorities, military requirements, equipment, organization, personnel, and significant issues and developments in order to provide relevant and sound technical advice on those programs to OSC-I senior staff and Iraqi officials. Ensures understanding within the OSC-I on the roles and responsibilities of the various Services and Ministry of Defense headquarters organizations on relevant subject areas to include readiness assessments, equipping, organizational changes, procedures, training, standards, and planning efforts. Routinely prepares and briefs OSC-I leadership on status of programs and provides context for discussions for key leader engagements. Facilitates technical interpretation of ministerial-level and mid- to executive-level Iraqi military conversations, engagements, documents and cultural matters in support of democratic objectives. Receives assignments and duty locations from the in-country management team and provides feedback and reports as directed by the in-country OSC-I management team.

30% of time:

Provides input for evaluation and oversight of Iraqi Security Forces (ISF) capacity-building, technical assistance, and training programs to enhance the ability of the ISF. Recommends changes to established initiatives to enable accomplishment of key objectives. Works with OSC-I to facilitate technical assistance on military matters, and prepares papers, reports, and other documents to assess progress, identify problem areas and emerging issues that may require further analysis and engagement.

10% of time:

Serves as translator/interpreter to the Office of Security Cooperation - Iraq (OSC-I) and is responsible for translating oral and written communication among local nationals, Iraq government officials and commanders. The translator monitors and translates local Arabic or Kurdish media sites pertinent to the mission and role of U.S. interests in Iraq.